

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

RESIDENTIAL CARE PROGRAM SUPERVISOR I

POSITION CODE: 38271
Effective: 9-19-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs responsible administrative and supervisory duties through subordinate supervisors assisting in the planning, directing, and coordinating of the residential care program in a Department of Human Services' facility for children with disabilities or adults with visual impairments; assists in developing program design to meet the needs of each unit; responsible for implementing the program developed for the units; consults staff psychologist, social workers and other professionals on individual case problems; conducts or assists in conducting an ongoing in-service training program for Residential Care Workers and other related staff members; assists in developing and conducts an orientation and training program for new employees.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises through subordinate supervisors the direct developmental and daily physical care of children with disabilities or adults with visual impairments; assists other higher level staff in planning, directing and coordinating the residential program of a Department of Human Services' facility engaged in the care and development of children or adolescents by recommending program and policy changes for improved residential care; establishes staff working schedules, goals, objectives and procedures; evaluates staff performance and signs performance evaluations; revises goals or procedures as necessary; demonstrates and conducts training in good child care practices.
2. Regularly conducts shift or staff meetings with subordinates to announce program changes, to discuss written reports, and to discuss problems encountered in unit operations, so that necessary program adjustments can be made.
3. Analyzes progress of students and the residential care program and initiates methods and procedures to improve the quality of child and adolescent care and development.
4. Confers with professionals from other disciplines including psychologists and social workers, to develop a program to meet the needs of all children currently in residence and to coordinate the residential program with other program areas.

RESIDENTIAL CARE PROGRAM SUPERVISOR I (Continued)

5. Explains and interprets policy and procedures to the residential program staff; conducts in-service training programs, on the methods, techniques and procedures to be used in the development and physical care of the residents; provides input and direction for the training of new staff and the ongoing development of existing staff.
6. Provides input for methods and procedures manuals to be used as a guide for administering the activities within the units.
7. Interprets facility policies to parents and other interested parties.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires: (1) knowledges, skills and mental development equivalent to a bachelor's degree, preferably in child development, social work, psychology, education/special education, sociology, social work or related fields plus (2) two years of supervisory experience supervising workers caring for children, adolescents or adults with visual impairments.

Knowledges, Skills and Abilities

Requires the ability to travel.

Requires extensive knowledge of behavior, guidance and training of children and adolescents.

Requires extensive knowledge of techniques for promoting group activities based on ages, developmental stages and functional levels of children, adolescents or adults with visual impairments.

Requires understanding of attitudes, problems and behavior of emotionally disturbed, dependent, neglected, or physically handicapped children and adolescents.

Requires the ability to supervise and evaluate professional staff and lower level workers.

Requires ability to secure the confidence of children, adolescents, or adults with visual impairments and staff.

Requires the ability to prepare comprehensive reports.

Requires the ability to effectively communicate when supervising care of persons with hearing impairments.